



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**PARKS PROJECT SUPERVISOR**  
(PARKS)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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## GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for overseeing a variety of Parks and Historical Services site projects and activities. Reports to the Superintendent of Parks Projects.

## ESSENTIAL JOB FUNCTIONS

Oversees and monitors a variety of ongoing projects such as the construction, renovation, and restoration of parks and assets; and archaeology digs at parks and historic sites. Interacts with contractors, vendors, engineers, staff and purchasing agents; serves as the liaison with project engineers; reviews bids, contracts, blueprints, and project specifications. Drafts and interprets plans and blueprints.

Completes grant applications, budget preparation and monitoring. Assists with fundraising initiatives including dedications, memberships and special events.

Responsible for the effective supervision and administration of assigned staff including staff development, prioritizing and assigning work, performance management, employee relations, and related activities.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Screens and responds to inquiries and complaints; provides information on policies and procedures.

Performs other duties as assigned.

## PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## REQUIRED KNOWLEDGE

- Historic Site Administration - Knowledge of the administrative and technical practices, methods and policies related to historic site administration as it applies to the historic site renovation, restoration and archeological digs.
- Project Management - Comprehensive knowledge of planning, organizing and managing resources to bring about the successful completion of specific project goals and objectives.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to construction projects, equipment operation and other work related precautions.

- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

## **REQUIRED SKILLS**

- Judgment/Decision Making - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.
- Technology - Utilizes personal computer applications to include personal computers, word processing, spreadsheet, presentation design, and project management software.

## **REQUIRED ABILITIES**

- Coordination of Work - Ability to establish and implement effective administrative and management programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Implements work activity in accordance with priorities and estimated schedules.
- Communication - Excellent ability to communicate complex ideas and proposals effectively including the preparation of plans and specifications, reports, and agendas. Ability to listen and understand information and ideas being presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Accounting and Budgeting - Ability to perform arithmetic, algebraic and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

## **EDUCATION AND EXPERIENCE**

Requires a Bachelor's degree in History, Architecture, Engineering, or a related field and 5-7 years of related experience, which should include historic preservation, project management, and/or general construction experience, with 1-2 years of lead or supervisory experience or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver's license with an acceptable driving record.

## **PHYSICAL AND DEXTERITY REQUIREMENTS**

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds, depth, textures, and visual cues or signals.
- Some tasks require the ability to communicate orally..

## **ENVIRONMENTAL HAZARDS**

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, hazardous materials, explosives, firearms, or rude/irate customers.